

INDEPENDENT

— ENVIRONMENTAL SOLUTIONS —

Indoor Environmental Quality Assessment

EXAMPLE ASSESSMENT REPORT



EXAMPLE PROPERTY · Commercial Office Building

PROPERTY

Ridgeway Professional Center
Asheville, North Carolina

ASSESSMENT DATE

Demonstration

PREPARED FOR

Example Client

REPORT NUMBER

IES-EXAMPLE-001

PREPARED BY

Independent Environmental Solutions

REPORT TYPE

Indoor Environmental Quality Assessment

This example is a fictional demonstration of report format and presentation. It does not document an actual property, client, inspection, or laboratory result.

Good decisions begin with good observations.

EXECUTIVE SUMMARY

Indoor Environmental Quality Assessment

Ridgeway Professional Center | Asheville, North Carolina | IES-EXAMPLE-001

PURPOSE & SCOPE

Independent Environmental Solutions (IES) prepared this fictional demonstration assessment to illustrate the organization and presentation of an indoor environmental quality report. The scenario assumes that IES was asked to evaluate selected accessible areas of a commercial office property following reports of intermittent musty odors and evidence of moisture intrusion.

The demonstration scope includes visual observations of conditions, representative environmental measurements, documentation of conditions that may warrant further attention, and practical recommendations for follow-up. All project details and findings presented in this example are fictional.

KEY OBSERVATIONS

- Localized staining and finish deterioration are documented beneath a window assembly in a selected office area.
- No active water intrusion is assumed to have been observed at the time of the demonstration assessment.
- Representative indoor environmental measurements are presented as example data for report-format purposes only.
- The fictional scenario identifies conditions consistent with historical moisture exposure that merits corrective follow-up.

ASSESSMENT FINDINGS

For this demonstration scenario, the documented conditions support targeted correction of the apparent moisture pathway and evaluation of affected finish materials. The report distinguishes direct observations from interpretations so that the basis for each conclusion remains clear.

RECOMMENDED ACTIONS

- Identify and correct the source or pathway responsible for moisture entry at the affected window area.
- Evaluate visibly affected finish materials and remove or repair materials that cannot be satisfactorily cleaned or restored.
- Maintain appropriate indoor temperature and relative humidity and continue observing the area after corrective work.
- Consider additional sampling or intrusive investigation only if site conditions, project scope, or subsequent observations warrant it.

AT A GLANCE

- PROPERTY

Ridgeway Professional Center
- ASSESSMENT TYPE

Indoor Environmental Quality
- AREAS ASSESSED

Selected accessible office areas
- SAMPLING

Example field and laboratory data
- PRIMARY FINDING

Localized evidence of historical moisture exposure
- FOLLOW-UP

Correct moisture pathway and evaluate affected materials
- PRIORITY

IMMEDIATE

Address any active moisture source if discovered.

RECOMMENDED

Complete targeted corrective work and material evaluation.

MONITOR

Observe the area after repairs for recurring moisture conditions.

PROJECT INFORMATION

Project Information

PROPERTY Ridgeway Professional Center Asheville, North Carolina	REPORT NUMBER IES-EXAMPLE-001
ASSESSMENT TYPE Indoor Environmental Quality Assessment	ASSESSMENT DATE Demonstration
PREPARED FOR Example Client	PREPARED BY Independent Environmental Solutions
PROPERTY USE Commercial office	AREAS INCLUDED Selected accessible interior areas

Project Background

For this fictional demonstration scenario, IES was retained following reports of intermittent musty odors and visible evidence of historical moisture intrusion within a limited portion of a commercial office property. The assessment is intended to document readily accessible conditions, organize representative environmental information, and illustrate how IES communicates observations, findings, and practical next steps.

Assessment Objectives

- Document visible conditions within selected accessible areas included in the demonstration scope.
- Identify observations that may indicate current or historical moisture-related conditions.
- Present representative indoor environmental measurements and sampling information in a clear, traceable format.
- Distinguish direct field observations from interpretations and recommendations.
- Provide practical follow-up actions appropriate to the fictional conditions described.

Assessment Boundaries

The demonstration assessment is limited to the areas and conditions specifically described in the example report. Concealed assemblies, inaccessible spaces, destructive investigation, engineering evaluation, and specialty testing are outside the example scope unless expressly noted.

SCOPE & METHODOLOGY

Scope & Methodology

Visual Assessment

The assessment begins with a systematic visual review of the accessible areas included in the project scope. The purpose is to document observable conditions that may affect indoor environmental quality, including staining, finish deterioration, visible moisture indicators, suspect microbial growth, unusual odors, ventilation concerns, and other conditions relevant to the reported concern.

Environmental Measurements

Where appropriate to the project objective, representative field measurements are collected to help characterize conditions at the time of the assessment. Depending on the assignment, these may include indoor temperature, relative humidity, carbon dioxide, carbon monoxide, volatile organic compound screening, or moisture-related measurements. Instrument readings are interpreted within the limitations of the equipment, site conditions, and assessment scope.

Sampling

Environmental sampling is performed when observations or project objectives warrant additional information. Sample type, location, collection method, and analytical approach are selected based on the condition being evaluated. Laboratory results are reported with the applicable sample identification and interpreted in conjunction with field observations rather than in isolation.

Limitations

Environmental assessments represent conditions observed or measured at the time of the site visit and within the areas made accessible for evaluation. Conditions may vary over time or exist within concealed or inaccessible locations. Findings apply to the conditions and materials actually evaluated; absence of an observed condition does not establish that similar conditions are absent elsewhere.

Example-use note: Project details and results in this demonstration are fictional and are included only to illustrate IES report organization and communication style.

OBSERVATIONS & FINDINGS

Area 01 | Perimeter Office

LOCATION ID IEQ-01 | CONDITION TYPE Moisture-related finish deterioration



FIELD CONTEXT
The example condition is located beneath an exterior window assembly along the perimeter wall of an occupied office. The area was selected to demonstrate how IES links a documented condition to a specific location and follow-up action.

Observation

Discoloration and finish deterioration are documented beneath the windowsill and along the gypsum wallboard surface. The example condition is visually consistent with prior moisture exposure. No active dripping or standing water is depicted at the time of the assessment.

Supporting Information

Indoor Temperature	72.4 °F
Relative Humidity	48 %
Surface Moisture Screening	Elevated relative to adjacent dry comparison area

Finding

INTERPRETATION
The documented finish deterioration and relative moisture-screening response are consistent with historical or intermittent moisture exposure in the vicinity of the window assembly. These observations do not, by themselves, establish the concealed source or full extent of moisture-affected materials.

Recommended Follow-Up

Evaluate the exterior window assembly and adjacent interfaces for a potential moisture-entry pathway. After the source is corrected, assess affected finish materials for appropriate cleaning, repair, or removal. Continue to observe the area for evidence of recurring moisture.

OBSERVATIONS & FINDINGS

Environmental Measurements & Sampling

This section presents representative field measurements and laboratory sampling alongside the documented observations. Values and analytical results shown on this page are fictional example data and are not associated with an actual property.

Representative Field Measurements

Location	Temperature	Relative Humidity	CO ₂
Exterior reference	78.1 °F	61 %	430 ppm
Perimeter office	72.4 °F	48 %	760 ppm
Interior office	72.0 °F	47 %	810 ppm

Field Sample Summary

One non-viable air sample and one surface tape-lift sample are included in this example. The term sample is used here in its technical sense: material or air collected in the field for laboratory analysis.

Sample ID	Location	Type	Example Result
A-01	Perimeter office	Non-viable air	Total fungal structures: 420 spores/m ³ ; Cladosporium-type predominant (46%)
S-01	Below windowsill	Tape lift	Moderate fungal structures observed; Cladosporium-type predominant

Finding

In the fictional scenario, the field measurements do not indicate a broad building-wide humidity concern at the time of assessment. The example air result is presented as a relatively low total fungal structure concentration, while the surface sample documents fungal structures at the localized finish condition. Considering visual observations, the example data support targeted attention to the affected window area rather than a conclusion of widespread impact.

Reporting Note

A laboratory result is one component of an environmental assessment. IES reporting is designed to show where a sample was collected, why it was collected, what the laboratory reported, and how that information relates to observed site conditions without overstating what the data can establish.

RECOMMENDATIONS

Recommended Actions

Prioritized actions based on the fictional conditions documented in this example assessment.

The recommendations below are organized by priority so the reader can distinguish actions that address a potentially active condition from planned corrective work and longer-term observation. Priority reflects the example scenario and should not be interpreted as a universal response for other properties or conditions.

IMMEDIATE

Address conditions that could allow continued moisture entry or additional material impact.

- If active moisture is identified, take reasonable steps to stop or control the source.
- Protect occupied areas from ongoing water intrusions and avoid disturbing visibly affected materials unnecessarily.
- Document any newly observed leakage or change in condition before corrective work begins.

RECOMMENDED

Correct the contributing condition and evaluate materials within the affected area.

- Evaluate the exterior window assembly, perimeter sealants, flashing, and adjacent interfaces for a moisture-entry pathway.
- Repair the identified source before completing cosmetic restoration.
- Evaluate affected finish materials and clean, repair, or remove materials as appropriate to their condition and project requirements.
- Use qualified contractors where the scope of work, material type, or regulatory requirements warrant specialized services.

MONITOR

Confirm that corrective work is effective and watch for recurrence.

- Observe the repaired area during and after future rain events when practical.
- Maintain indoor temperature and relative humidity appropriate for the building and occupancy.
- Reassess the area if staining, odor, elevated moisture response, or other indicators recur.

When Additional Evaluation May Be Appropriate

Additional investigation may be warranted if corrective work reveals concealed damage, the apparent extent of impact increases, occupant concerns persist, or conditions cannot be adequately characterized through the original assessment scope. Additional work should be selected to answer a defined project question rather than performed automatically.

PHOTOGRAPHIC DOCUMENTATION

Visual Record of Observed Conditions

Location IEQ-01 · Perimeter Office



IEQ-01A · CONTEXT Perimeter office

OBSERVATION Overall view of the exterior-wall office area showing the window assembly and interior finishes.



IEQ-01B · DETAIL Below windowsill

OBSERVATION Closer view of localized discoloration and finish deterioration beneath the windowsill.



IEQ-01C · MEASUREMENT LOCATION Adjacent wall finish

OBSERVATION Location is used to document comparative surface-moisture screening near the visibly affected finish.

PHOTOGRAPHIC DOCUMENTATION

Visual Record of Observed Conditions

Location IEQ-01 · Supporting Documentation



IEQ-01D · INTERFACE DETAIL Window perimeter

OBSERVATION Close-up of the window-to-wall interface documented for evaluation of a potential moisture-entry pathway.



IEQ-01E · SAMPLE LOCATION Below windowsill

OBSERVATION Surface tape-lift sample collection location associated with the localized finish condition.



IEQ-01F · REFERENCE VIEW Perimeter office

OBSERVATION Overall reference view retained to support future comparison after corrective work or follow-up observation.

SUPPORTING DOCUMENTATION

Appendices

Appendix	Supporting Material	When included
A	Laboratory Analytical Reports	When field samples are submitted for laboratory analysis.
B	Field Data & Instrument Records	When measurements or screening data materially support the assessment.
C	Additional Photographic Documentation	When useful images extend beyond the photographs presented in the report body.
D	Plans, Diagrams & Supporting Documents	When floor plans, location sketches, contractor information, or other records improve project context.

Example Appendix Package

For this demonstration assessment, an example final package could include:

- Appendix A — Example laboratory analytical report for field samples A-01 and S-01
- Appendix B — Example field measurement record
- Appendix C — Additional photographic documentation, if needed
- Appendix D — Example assessment-area sketch

End of Narrative Report

The narrative report concludes here. Applicable appendices follow as supporting project records; sections that do not apply are omitted rather than included as empty placeholders.

Independent guidance. Practical solutions.